



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: AUTOMOTIVE EQUIPMENT OPERATOR II

SALARY RANGE:	Range A: \$3,338 - \$3,843 per month <small>*The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Permanent / Full-Time
PROGRAM/DEPARTMENT:	General Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES: Sonoma Developmental Center has an opening for an Automotive Equipment Operator II (AEO-II). Under the direct supervision of the Automotive Pool Manager I, the AEO-II is responsible for providing the transportation of clients, staff, medications, compressed air and oxygen; medical supplies, property, pharmaceutical supplies, office supplies, furniture, clothing, compressed gas, food items and other miscellaneous items. This includes coordinating, dispatching and filling in route transportation of such items including being responsible for the overall general cleanliness, safety, and maintenance of state-operated vehicles. The AEO-II acts as a Lead for Automotive Equipment Operators and for the daily route coverage plans and must have the ability to demonstrate sound mechanical knowledge to assist Managers and mechanics for vehicle repair processes. Physical demands of the position include heavy lifting up to 100 pounds and the ability to push/pull in excess of 100 pounds; bending, stooping, and reaching overhead. Typical working conditions include the ability to perform the required essential functions of the position in all types of weather. The AEO-II checks the fuel pumps and assures they are in safe working order; the planning and initiating of monthly safety meetings with drivers; assisting the Automotive Manager with route evaluations and facility projects; assisting in Motor Pool procurement and repair processes, conducting and reviewing vehicle audits, garbage contract issues, preparing simple reports and providing radio and clerical assistance as needed; dispatches vehicles for facility staff from the motor pool vehicle inventory.

WHO IS ELIGIBLE TO APPLY: Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of one of the following: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) obtaining list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per SPB Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and other related information may be found on the website at www.calhr.ca.gov. Applicants are asked to specify the type of eligibility they possess when applying. Applications may be obtained from the Human Resources Personnel Office at the Sonoma Developmental Center or may be downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews. Faxed applications, applications submitted electronically and resumes that are not accompanied by the official form STD. 678 will not be accepted.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

Sonoma Developmental Center
Personnel Examination & Recruitment Unit - Room 124
P.O. Box 1493
Eldridge, CA 95431
(707) 938-6650 Contact Karrie Hubbenette, for questions specific to essential functions of the position.
Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION